



PO Tool 1 - Activity Summary Page

V.1.4.

07/12/12

Use the **Activity Summary** page to review summary information pertaining to purchase orders, receipts, vouchers, payments, matching information, and RTV (Return to Vendor) information.
Anyone with the '**Agency Purchasing Viewer**' role can access this page and view the information on it.

Navigate to the Activity Summary page:
Purchasing > Purchase Orders >
Review PO Information > Activity
Summary

Enter the search criteria
and click the Search button

Select the desired search
result to open the **Activity
Summary** page

DETAILS TAB

Use the first tab – the **Details tab** to view the 'Order Qty', 'Amount Ordered', and the 'Amount Only' checkbox

Activity Summary

Unit: 67700

PO Status: Dispatched

PO ID: 0000000105

Vendor: STAPLES CONTRACT & COMMERCIAL INC

Lines

Customize | Find | View All | First 1-11 of 11 Last

Details

Receipt

Invoice

Matched

RTV

Line	Item	Item Description	UOM	Order Qty	Amount Ordered	Currency	Amount Only
1		Bankers Box Quick/Stor Storage	CT	1.0000	35.210	USD	<input type="checkbox"/>
2		Porous Point Pen, 1.1mm, Fine	EA	12.0000	16.680	USD	<input type="checkbox"/>

- **Line Details button** = Allows the user to see all details, for all tabs, for the line on one vertical page
- **Order Qty** = Displays the quantity of items/services that were ordered on the purchase order
- **Amount Ordered** = Displays the dollar amount for the items/services that were ordered on the purchase order
- **Amount Only Checkbox** = This checkbox indicates whether the 'Amount Only' checkbox was selected on the purchase order line or not. Refer to **PO Tool 4 – 'Amount Only' Information** for information about the checkbox and its use.



RECEIPT TAB

Use the second tab - **Receipt tab** to view the 'Qty Received', 'Qty Accepted', 'Open Quantity' and 'Open Amount'

Unit: 67700

PO Status: Dispatched

PO ID: 0000000105

Vendor: STAPLES CONTRACT & COMMERCIAL INC

Lines

Customize | Find | View All | First 1-11 of 11 Last

Details

Receipt

Invoice

Matched

RTV






Line	Item	Item Description	UOM	Qty Received	Qty Accepted	Open Quantity	Open Amount	Currency	
1		Bankers Box Quick/Stor Storage	CT	1.0000	1.0000	0.0000	0.000	USD	
2		Porous Point Pen, 1.1mm, Fine	EA	12.0000	12.0000	0.0000	0.000	USD	

- **Qty Received** = Displays the amount of items that have been received on receipt(s) for the PO
- **Qty Accepted** = Displays the amount of items that have been accepted on receipt(s) for the PO
- **Open Quantity** = Displays the amount of items that have not yet been received on a receipt for the PO
- **Open Amount** = Displays the dollar amount for items that have not yet been received on a receipt for the PO

Receipt Tab continued on Page 2...

RECEIPT TAB (continued)





Use the **Receipt icon**  on the right side of the **Receipt tab** to view the details of the receipt lines(s) for the PO Line:

Unit:	67700	PO ID:	0000000105	Line	1	Item ID					
Receipt							Customize Find View All 				
							First		1 of 1		Last
Sched Num	BU Recv	Receipt No	Receipt Line	Status	Seg	Vndr Rcpt Qty	Vndr Reject Qty	Amount	Currency		
1	67700	105		1 Closed	1	1.0000	0.0000	35.210	USD		

- **Receipt No** = Displays the receipt number(s) for each receipt(s) that have been created against the PO line and the schedule line number (delivery address). Clicking the hyperlink allows you to review the details of the receipt information for the receipt lines on the Receipt (in a new window).
- **Receipt Line** = Displays the receipt line number
- **Status** = Displays the status of the Receipt Line(s) – Active, Cancelled, or Closed
- **Vndr Rcpt Qty** = Displays the quantity of item(s) received on the receipt line
- **Vndr Reject Qty** = Displays the quantity of item(s) that have had an RTV (Return to Vendor) created for them against the receipt line and PO line.
- **Amount** = Displays the dollar amount for the received item(s) on the receipt line

INVOICE TAB

Use the third tab – the **Invoice tab** to view the ‘Quantity Invoiced’, ‘Amount Only’ checkbox, ‘Amt Invoiced’, ‘Un-invoiced Quantity’, and ‘Un-invoiced Amount’

Lines											
Details Receipt Invoice Matched RTV											
Customize Find View All First 1-11 of 11 Last											
Line	Item	Item Description	UOM	Quantity Invoiced	Amount Only	Amt Invoiced	Currency	Un-invoiced Quantity	Un-invoiced Amount	Currency	
1		Bankers Box Quick/Storage	CT	1.00	<input type="checkbox"/>	35.210	USD	0.0000	0.000	USD	
2		Porous Point Pen, 1.1mm, Fine	EA	12.00	<input type="checkbox"/>	16.680	USD	0.0000	0.000	USD	

- **Quantity Invoiced** = Displays the quantity that has been entered in to voucher(s), (against the PO)
- **Amount Only checkbox** = Displays whether the ‘Amount Only’ checkbox was selected for the PO line
- **Amt Invoiced** = Displays the dollar amount that has been entered in to voucher(s), (against the PO)
- **Un-invoiced Quantity** = Displays the quantity of item(s) that have not been entered in to voucher(s) (against the PO)
- **Un-invoiced Amount** = Displays the dollar amount for item(s) that have not been entered in to voucher(s) (against the PO)









Use the **Invoice icon**  on the right side of the **Invoice tab** to view the details of the invoice/s (voucher/s) associated to this PO Line: ‘Quantity Invoiced’ and ‘Amount Invoiced’

Unit:	67700	PO No.:	0000000105	Line	1	Item ID	
Invoice							Customize Find View All First 1 of 1 Last
Sched Num	AP Unit	Voucher	Line	Quantity Invoiced	Amount Invoiced		
1	67700	00000826	1	1.00	35.210	+	-

- **Voucher** = Displays the Voucher number. Clicking the hyperlink allows you to access and review the voucher information in a new window.
- **Line** = Displays the voucher line number
- **Quantity Invoiced** = Displays the quantity that has been entered in to voucher(s), (against the PO line)
- **Amt Invoiced** = Displays the dollar amount that has been entered in to voucher(s), (against the PO line)

MATCHED TAB

Use the fourth tab – the **Matched tab** to view the 'Qty Matched' and 'Amt Matched' for the PO:

Lines								Customize Find View All 		First  1-11 of 11  Last
Details		Receipt		Invoice		Matched		RTV		
Line		Item	Item Description			UOM	Qty Matched	Amt Matched	Currency	
1			Bankers Box Quick/Stor Storage			CT	1.0000	35.210	USD	
2			Porous Point Pen, 1.1mm, Fine			EA	12.0000	16.680	USD	

- **Qty Matched** = Displays the quantity that has been matched (on the PO and on the voucher/s)
- **Amt Matched** = Displays the dollar amount that has been matched (on the PO and on the voucher/s)














Use the **Matched icon** on the right side of the **Matched tab** to view by Voucher, the 'Quantity Matched' and 'Amount Matched' for the PO Line/s:

Unit:	67700	PO No.:	0000000105	Line	1	Item ID							
Matched							Customize	Find	View All		First	1 of 1	Last
Sched Num	AP Unit	Voucher	Line	Quantity Matched	Amount Matched								
1	67700	00000826	1	1.0000	35.210								

- **Voucher** = Displays the Voucher ID number. Clicking on the hyperlink allows you to review the voucher details in a new window.
- **Qty Matched** = Displays the quantity that has been matched (on the PO line and on the voucher line/s)
- **Amt Matched** = Displays the dollar amount that has been matched (on the PO line and on the voucher line/s)

RTV TAB


Use the fifth tab – the **RTV (Return To Vendor) tab** to view the 'Qty Returned' and 'Amount Returned' for the PO:




Lines								Customize Find View All 		First 	1-11 of 11	Last 
Details		Receipt		Invoice		Matched		RTV 				
Line		Item	Item Description		UOM	Qty Returned	Amount Returned	Currency				
1			Bankers Box Quick/Stor Storage		CT	0.0000						
2			Porous Point Pen, 1.1mm, Fine		EA	0.0000						
3			Avery Durable EZ-Turn Ring Bin		EA	0.0000						
4			Telephone Stand Organizer, 14-		EA	0.0000						
5			Avery White TrueBlock Shipping		PK	0.0000						
6			Corrugated Box, 12"x10"x10", K		BD	0.0000						
7			Avery Non-Stick Heavy-Duty EZ-		EA	35.0000	127.750	USD				

- **Qty Returned** = Displays the quantity of items returned on RTV(s) (against the PO Line)
- **Amount Returned** = Displays the dollar amount of items returned on RTV(s) (against the PO Line)

RTV Tab continued on Page 4...

RTV TAB (Continued)

Use the **RTV icon**  on the right side of the **RTV tab** to view the details of the RTV(s) line/s that have been created against the PO Line:

Unit:	67700	PO ID:	0000000105	Line:	7							
RTV						Customize Find View All 			First 	1 of 1 	Last	
RTV ID	Line	Status	Action	Disposition	Reason Code	Item	Rev	Description	Return Qty	Ship Qty	Price	Vndr UOM
105	1	Closed	Credit	Ship	RECERR			Avery Non-Stick Heavy-Duty EZ-Turn Ring View Binder, White, 100-Sheet, 1/2"	35.0000	35.0000	3.65000	EA

- **RTV ID** = Displays the RTV ID number. Clicking the hyperlink allows you to review the RTV details in a new window.
- **Line** = Displays the RTV Line number
- **Status** = Displays the status of the RTV Line:
Active, Cancelled, or Closed
- **Action** = Displays the Action option that was selected when the RTV was created:
(Based on contact/conversation with vendor before the RTV was created):
 - Credit – Vendor will issue a *credit for the item*
 - Replacement – Vendor will send the *same item* again, as a replacement for the original item that was ordered
 - Exchange – Vendor will send a *different item* to replace the original item that was ordered
- **Disposition** = Displays the option that was selected when the RTV was created:
(Based on contact/conversation with vendor before the RTV was created):
 - Ship – Item must be shipped back to the vendor (per vendor's request)
 - Destroy – Vendor has given permission for the item to be field destroyed/disposed of (not sent back to vendor)
- **Reason Code** = Displays the option that was selected when the RTV was created:
States the reason why the RTV is being created (for documentation purposes):
 - RECERR – Received in Error
 - TOO MANY – Too many items were received
 - DAM – Item was damaged (outside packaging was damaged when item was delivered – shipping damage)
 - DEF – Item is defective (outside packaging was not damaged. Item does not work – manufacturing fault)
- **Item** = Displays the item that was received (Item ID displays only for Statewide Contract Items)
- **Rev** = Displays the quantity of items that have been received on the receipt(s)
- **Description** = Displays the description of item. Click the description hyperlink to view the full description details.
- **Return Qty** = Displays the number of items that were entered on the RTV to be destroyed
- **Ship Qty** = Displays the number of items that were entered on the RTV to be shipped back to the vendor
- **Price** = Displays the price of the item per unit of measure
- **Vndr UOM** – Vendor Unit of Measure – Displays the quantity (unit of measure) in which the vendor sells the item
Examples: EA = each, BG = Bag, DOZ = Dozen.